

**Integrated Regional Watershed Management (IRWM)
Los Angeles – Ventura Funding Area
Disadvantaged Community Involvement Program (DACIP)
Task Force
Governance Guidelines**

Revised Draft November 8, 2016

An inter-regional Disadvantaged Community Involvement Program (DACIP) Task Force for the Los Angeles-Ventura Funding Area was established to coordinate the Proposition 1 2016 IRWM Disadvantaged Community Involvement Program (DACIP) proposal and grant activities among the three IRWM Regions, to coordinate with DWR, to consider input from – and report back to - each of the IRWM Region’s DAC committees, to make recommendations to LACFCD as Lead Agency and to oversee grant activities.

I. Purpose of the DACIP Task Force

- A. Provide a coordinated approach towards working with Disadvantaged Communities in the Los Angeles–Ventura Funding Area as identified in the Proposition 1 Integrated Regional Water Management (IRWM) statutes. The Funding Area includes three regions; the Greater Los Angeles County (GLAC) Region, Watersheds Coalition of Ventura County (WCVC) Region, and Upper Santa Clara River (USCR) Region.
- B. Provide a forum for making consensus decisions related to the Proposition 1 2016 IRWM DACIP proposal development and grant activities.
- C. Provide a forum for making consensus decisions related to DACIP grant management upon award of the grant.
- D. Comply with DWR’s DACIP grant requirements.
- E. Provide financial transparency for the DACIP expenditures.
- F. Provide public transparency and opportunity for stakeholder involvement in the DACIP grant process.

II. Authority and Basis for DACIP Task Force Formation

- A. The Final Request for Proposals (RFP) for the DACIP grant issued by the Department of Water Resources (DWR) requires that each IRWM Funding Area select a lead agency to apply for, receive and administer the DACIP grant on behalf of all IRWM Regions in the Funding Area. Los Angeles County Flood Control District (LACFCD) was authorized by the three IRWM Regions in the LA-Ventura Funding Area to serve as Lead Agency for the DACIP grant program.

- B. LACFCD will prepare and execute a Memorandum of Understanding (MOU) among the three entities which authorizes LACFCD to manage the DACIP grant.

III. DACIP Task Force Membership

- A. The membership of the DACIP Task Force will be comprised of two representatives from each of the three IRWM Regions, as designated by their respective Regional Water Management Groups.
- B. DACIP Task Force meetings are open to the public. Non-members will have the opportunity to comment during a designated public comment period.
- C. DACIP Task Force meeting agendas and summaries will be made available by each IRWM Region to their stakeholders and will be posted on each Region's website.

IV. Roles and Responsibilities

A. Funding Area DACIP Task Force Responsibilities

- 1. Meet to discuss and make decisions required to apply for and manage the DACIP Grant.
- 2. Reach consensus on the scope of work for grant funded activities and review and approve consultant proposals.
- 3. Serve as an information conduit between IRWM Regions
- 4. Provide general financial oversight for the DACIP IRWM Program.
- 5. Review and discuss quarterly invoices and reports to DWR.
- 6. Review budget, expenses, and estimate future expenditures based on scope of work.
- 7. Set and evaluate criteria for grant activity for the DACIP Grant program.
- 8. Recommend DAC consultant(s) through review of proposals for task orders and qualifications.
- 9. Review and approve terms for the Grant Agreement.
- 10. Review amendment requests to the Grant Agreement.
- 11. Represent the Funding Area to stakeholders and DWR as needed.

B. Los Angeles County Flood Control (Lead Agency) - Responsibilities

- 1. Submit proposal on behalf of the Funding Area.
- 2. Prepare and execute Memorandum of Understanding among the three IRWM Regions in the LA-Ventura Funding Area and West Basin to manage and work with the DAC_2 - Consultants and their subcontractors.

3. Execute Grant Agreement with DWR.
4. Submit required deliverables, reports and invoices per the Grant Agreement.
5. Respond to DWR inquiries regarding DACIP Grant Activities.
6. Distribute Grant funds based on contracts for services and budget.
7. Administer the Grant for 3.0% of the direct allowable administration costs; oversee contracts with consultants providing services under the DACIP grant program.
8. Provide final review of the DAC consultant reports and invoices before submitting to DWR.
9. Request any advances based on guidelines from DWR and collect and track expenditures.
10. Communicate important information received from DWR on management of the DACIP grant to respective IRWM Regions, the DACIP Task Force and stakeholders.
11. Take direction from the DACIP Task Force in implementing the DACIP grant.

C. Individual IRWM Region Responsibilities

1. Provide 2 representatives to coordinate approvals and activities with their respective Regional Water Management Groups, DAC Committees and any subcommittees according to their governance structure. The 2 representatives will represent their respective region's responsibilities listed below.
2. Each region should monitor DAC activities in their respective Region and direct and manage any consultants assigned to perform work in their geographic area.
3. Each region is responsible for communicating with appropriate stakeholders in their Region for the DACIP Grant activities.
4. Each region should monitor expenditures for proposal and grant activities for their Region; submit reimbursable expenses to DACIP Task Force for consideration.
5. Each region should provide a budget for tasks requested for their region to be discussed by the DACIP Task Force including their costs for administering activities.